



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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1400-735 CA-945 (P)

EMS TRANSMISSION: 8/14/07
Information Bulletin No. CA-2007-023

To: All CA BLM Employees
From: DSD, Support Services
Subject: Ethics Training Requirements

The purpose of this Information Bulletin is to provide guidance regarding ethics training requirements for new BLM employees and for *covered* BLM employees who are required to receive annual ethics training during this calendar year (January 1, 2007, through December 31, 2007). Mandatory ethics training requirements for all employees subject to financial disclosure reporting requirements are prescribed by a Government-wide regulation, 5 CFR 2638.704 and 5 CFR 2638.705. Covered employees are defined as fitting into any of the following categories:

- Required to file Confidential Financial Disclosure reports (OGE Form 450 or OGE Form 450A)
- Contracting Officers within the meaning of 41 USC 423 (f) (5), (any employee who has been authorized by the Bureau Director or their designee to enter into, administer, or terminate contracts and make related determinations and findings)
- Other employees designated, based on their official duties

New Employees: As required by 5 CFR 2638.703, within 90-days after you begin working for the BLM, regardless of whether or not you are a covered employee as defined above, you must receive initial ethics orientation. To assist you in completing this requirement, a copy of the booklet, "Ethics Guide for Employees of the Department of Interior" is provided, along with an employee certification form the names, titles, office addresses and telephone numbers of the designated agency ethics official (s) who can advise you on ethics issues. A minimum of one hour of official duty time is authorized to review the booklet. Once you have reviewed the booklet, return the ethics training certification to Human Resources Services for inclusion in your Official Personnel File.

Covered Employees: In accordance with 5 C.F.R 2638.705, BLM employees who have been identified to file confidential financial disclosure reports, based on their assigned position, are required to receive a minimum of one hour of annual ethics training. If you were required to file a disclosure report for calendar year 2006 and if you have not changed to a non-covered position, you are required to complete the training this calendar year. An employee's *initial ethics orientation* accomplished after January 1, 2007, may satisfy the written training requirement for calendar year 2007. To comply with the annual ethics training requirement for calendar year 2007, training must consist of a minimum of one hour of official duty time involved in one of the following:

1. Review the booklet, "Ethics Guide for Employees of the Department of the Interior", which is located at www.doi.gov/ethics, click on "The Library", scroll down to "Employee Guides", and then click on "Ethics Guide for DOI employees (69 pages) September 2002."
2. Complete at least five of the web based training modules at the Department of Interior Website at www.doi.gov/ethics by clicking on "on-line ethics training" and follow the instructions. Or, you may go to the Office of Government Ethics website at www.usoge.gov and click on "Computer and Web-based Training" for the training modules.
3. Borrow a video copy of a satellite broadcast from Human Resource Services Office.
4. Watch an upcoming satellite broadcast – September 20 or October 25, 2007.
5. Watch a series of satellite courses from NTC (More information on this to follow later).

To certify your completion of training for this year you will need to complete the attached training certification form, indicating the training option utilized, making sure to clearly print as well as sign your name. A sign-in sheet is normally provided where satellite broadcasts are available and those are forwarded to Human Resource Services to record who has received such training. If you have any questions regarding the above information, please contact Todd Morrow, in Human Resource Services, at (916) 978-4482.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

3 Attachments

1. Training certification form (1pp)
2. Training Announcement for September 20, 2007 Satellite Broadcast (1 pp)
3. Training Announcement for October 25, 2007 Satellite Broadcast (1 pp)

ETHICS TRAINING CERTIFICATION

I, _____ (PLEASE **PRINT** YOUR NAME), of _____ (Office and Office Code, i.e., Alturas FO/CA-year 2007.
I understand the ethics concepts and principles presented during this training. I know I can contact my Assistant Ethics Counselor by telephone, email, or in person with questions about this training or other ethics inquiries.

Date of the training: _____

Type of training taken: (please give some specificity, such as which satellite broadcast you watched, which computer-based training modules you used, what ethics subjects read about, etc.):

____ Satellite broadcast

____ Videotape

____ Computer based training modules

____ Live classroom training

____ Read ethics materials

Notes regarding the type of training taken:

Who was the training instructor? (if known) _____

Please return this Ethics Training Certificate to Todd Morrow, your servicing Assistant Ethics Counselor, Human Resource Services Office, (CA-945), by no later than November 1, 2007. You may contact Mr. Morrow at (916) 978-4482.

Attachment 1-1

Training Announcement - DOI Ethics

Date: September 20, 2007

Time: 10:00 – 11:30 AM Pacific Standard Time

Title: FWS-2007-0920 - Ethics Training - Hatch Act - Broadcast

Target audience: All Federal employees, especially those required to receive annual ethics training, as well as any employees planning on leaving the Federal government in the foreseeable future.

Description: This will be a live interactive satellite broadcast. Matt Costello of the Departmental Ethics Office and Stephanie Langseth of the Bureau of Land Management will present an ethics broadcast intended for all employees. The broadcast will cover a wide range of topics that employees face in their day to day activities.

Course Objective: To give viewers a general overview of the Federal ethics regulations, as well as provide specific guidance on Fund-raising in the workplace, Post-Employment restrictions and teaching, speaking and writing related to your official duties.

Locations for Viewing: This training will be available at the BLM, FWS and NPS satellite downlink sites listed at: <http://distancelearning.fws.gov/location.htm> .

C-band satellite coordinates for BLM and other c-band downlink sites are below and will be posted at: http://distancelearning.fws.gov/sch_events.htm

Please pass this information on to appropriate staff, reserve viewing rooms and record to tape as needed. Updates and the full ITV schedule are posted at: http://distancelearning.fws.gov/sch_events.htm

Attachment 2-1

Training Announcement - DOI Ethics

Date: October 25, 2007

Time: 10:00 – 11:30 AM Pacific Standard Time

Title: FWS-2007-0920 - Ethics Training – Post Employment Issues - Broadcast

Target audience: All Federal employees, especially those required to receive annual ethics training, as well as any employees planning on leaving the Federal government in the foreseeable future.

Description: This will be a live interactive satellite broadcast. Matt Costello of the Departmental Ethics Office and Stephanie Langseth of the Bureau of Land Management will present an ethics broadcast intended for all employees. The broadcast will cover a wide range of topics that employees face in their day to day activities.

Course Objective: To give viewers a general overview of the Federal ethics regulations, as well as provide specific guidance on Fund-raising in the workplace, Post-Employment restrictions and teaching, speaking and writing related to your official duties.

Locations for Viewing: This training will be available at the BLM, FWS and NPS satellite downlink sites listed at: <http://distancelearning.fws.gov/location.htm> .

C-band satellite coordinates for BLM and other c-band downlink sites are below and will be posted at: http://distancelearning.fws.gov/sch_events.htm

Please pass this information on to appropriate staff, reserve viewing rooms and record to tape as needed. Updates and the full ITV schedule are posted at: http://distancelearning.fws.gov/sch_events.htm

Attachment 3-1